

Bid Reference 15-02

INVITATION TO BID AND INSTRUCTIONS TO BIDDERS
POLICE DEPARTMENT VEHICLE EMERGENCY EQUIPMENT
PURCHASE/INSTALLATION

BID OPENING
FEBRUARY 23, 2015
4:00 P.M., local time

at the
LAWRENCEBURG CITY POLICE DEPARTMENT
233 WEST GAINES STREET
LAWRENCEBURG, TN 38464

It is the policy of the City of Lawrenceburg that all contractors bidding on applicable city projects must include in their bid package the "TITLE VI COMPLIANCE POLICY" statement below thereby affirming their compliance with Title VI of the Civil Rights Act of 1964.

Failure to include a "TITLE VI COMPLIANCE POLICY" statement in an RFP or a Bid will result in disqualification of the Contractor's RFP or Bid.

This policy applies to all Engineering Firms that do business with the City of Lawrenceburg, as well as any individual contractors wishing to submit a bid for city projects.

TELEPHONE: (931)762-2276
ATTN: Lt. JOHN SANDERS
J.SANDERS@LAWRENCEBURGPOLICE.ORG
CITY OF LAWRENCEBURG, TENNESSEE

INVITATION TO BID AND INSTRUCTIONS FOR BIDDERS

Project: **Bid Reference 15-02**

**Police Department Vehicle Emergency Equipment
Purchase/Installation**

Invitation

Sealed bids will be accepted by the City of Lawrenceburg until 4:00P.M., local time, February 23, 2015. Bids will be publicly opened in the Police Department, located at 233 West Gaines Street, Lawrenceburg, Tennessee, immediately after the deadline. Bids will be for the purpose of quoting prices for furnishing all labor, materials, supplies, tools, and equipment necessary to perform all work and services described in the bid specifications attached hereto. All work must be warrantied for a period of 90 days. Bidders will be responsible for the pick-up and delivery of vehicles that will be worked on.

All bids must be completed and submitted on the Bid Form provided. The bids shall be submitted on or before the time set for the opening of bids. Bids received after the time so set are late bids and will not be considered. Late bids, unsealed bids, unmarked envelopes, and incorrectly marked envelopes will not be opened. Electronic bids are not accepted.

Work shall commence after receipt of a written Notice to Proceed and authorization from Asst. Chief Daren Goolsby. Work shall be completed within the timeframe agreed to by the parties.

Discrepancies

Should the Bidder find any discrepancies in, or omission from, the bid documents, or should the Bidder be in doubt as to their meaning, the Bidder shall at once notify Lt. John Sanders at (931)762-2276 and obtain an interpretation or clarification prior to submitting a bid. Any interpretation or clarification given in accordance with this provision shall be in writing and will be distributed to all known Bidders. Only questions answered in writing will be binding. Oral and other interpretations or clarifications will be without legal effect.

Prices

The Bidder shall submit a LUMP SUM Price for the project as specified on the Bid Form. It is agreed that this bid document in its entirety is included in and made a part of the contract between the City and the successful Bidder.

Withdrawal of Bids

Bids may be withdrawn on written or telegraphic request received from Bidders prior to the time fixed for opening of the bids.

Drug-Free Workplace Affidavit Form

A Drug-Free Workplace Affidavit form is included in this bid package and must be submitted with the bid.

Rejection of Bids

The City reserves the right to reject any and all bids when such rejection is in the interest of the City of Lawrenceburg; to reject the bid of a Bidder who has previously failed to perform properly or complete on time jobs of a similar nature; to reject the bid of a Bidder who is not, in the opinion of the City, in a position to perform the Contract, and to reject the bid of a Bidder not submitted in accordance with this Invitation to Bid.

Equipment

The Bidder shall have available under Bidder's control, tools and equipment of the type, character and amount required to complete the proposed work within the specified time. Each Bidder shall furnish a list of the tools and equipment proposed for use on the work if requested.

Method of Work

Upon request, each Bidder shall describe the method or methods to be used in the performance of the required work.

Insurance

The successful Bidder will be required to maintain Worker's Compensation, Comprehensive General Liability, and Comprehensive Automobile Liability and Property Damage Insurance. The City of Lawrenceburg, Tennessee shall be named as an additional insured.

Award of Contract

The City will make the award as soon as practical to the lowest responsible Bidder, price and other factors considered, provided it is reasonable and in the best interest of the City.

City Officers and Employees Not To Have Financial Interest

No contract shall be made with any officer or employee of the City or any firm or corporation in which any officer or employee of the City has financial interest.

Compliance with All Laws, Ordinances, Statutes, and Regulations

The Contractor shall comply with all federal, state, county and local laws, ordinances, statutes, and regulations.

Bid Submittal Instructions

Pursuant to Tennessee Code Annotated 62-6-119, each bid must be submitted in an opaque sealed envelope marked on the outside as follows:

From: Bidder's Name
Bidder's Address
Bidder's License Category or Classification (if applicable)

To: Attn: Daren Goolsby
Asst. Chief of Police
City of Lawrenceburg
233 West Gaines
Lawrenceburg TN 38464

Late Bids are not accepted.

It is the policy of the City of Lawrenceburg that all contractors bidding on applicable city projects must include in their bid package the "TITLE VI COMPLIANCE POLICY" statement below thereby affirming their compliance with Title VI of the Civil Rights Act of 1964.

Failure to include a "TITLE VI COMPLIANCE POLICY" statement in an RFP or a Bid will result in disqualification of the Contractor's RFP or Bid. This policy applies to all Engineering Firms that do business with the City of Lawrenceburg, as well as any individual contractors wishing to submit a bid for city projects.

BID PRICING SHEET

Bid Reference: 15-01
Lawrenceburg Police Vehicle Emergency Equipment
Purchase/Installation

Total Bid Price: \$ _____ (Price in Numbers)

_____ (Price in Words)

Signature of Authorized Official

Name and Title (Printed)

Legal Name of Business

Physical Address

Mailing Address

Telephone Number

Fax Number

Email

Date

DRUG-FREE WORKPLACE AFFIDAVIT OF BIDDER

STATE OF _____
COUNTY OF _____

Comes the affiant after having first been duly sworn and testifies as follows:

1. My name is _____ . I hold the principal office of _____ for _____.

(Name of Principal Office) (Name of Bidding Entity)

2. _____ has submitted a bid to City of Lawrenceburg for the
(Name of Bidding Entity)
construction of the Work entitled _____.

3. _____ employs no less than five (5) employees.

(Name of Bidding Entity)

4. In accordance with Tenn. Code Ann. §50-9-113, this is to certify that _____ has in effect at the time of its submission
(Name of Bidding Entity)
of a bid to perform the construction of the Work identified above, a drug-free workplace program that complies with Title 50, Chapter 9 of the Tennessee Code.

5. This affidavit is made on personal knowledge.

Further the affiant saith not this _____ day of _____, 201__.

Title: _____

Subscribed and sworn to before me this _____ day of _____, 201__.

My Commission Expires: _____